



# EMPLOYMENT OPPORTUNITY

## Town of Lexington

We are currently accepting for the full-time (exempt) position of:

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### **Planner – ENTRY LEVEL** **Department of Land Use, Inspectional Services and** **Economic Development**

Starting Salary Range: \$54,832 - \$64,450  
*(fiscal year 2015 rates)*

**The REQUIRED Town of Lexington application form, resume and cover letter must be received in the Town's Human Resource Department by Friday, October 30, 2015**

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#### **GENERAL SUMMARY:**

Under the direct supervision of the Planning Director and Assistant Planning Director, performs a variety of technical and professional work in the current and long range planning of the Town.

#### **ESSENTIAL JOB FUNCTIONS:**

- ◆ Reviews applications and development plans submitted to the Planning Board for compliance with Zoning Bylaw and Development Regulations and evaluates site design and landscape components. Conducts research and site assessments and refers to other Town departments for review. Prepares background and analysis of plans and submits recommendations to Planning Director for review.
- ◆ Prepares drafts of recommendations or decisions for action by the Planning Board and prepares reports or exhibits to support Board recommendations. With Planning Director supervision, oversees subdivision and special permit administration and prepares drafts of the Certificate of Action and the Special Permit. Monitors construction to ensure developer's compliance and reports any remedial action, if needed, to Planning Director.

- ◆ Conducts research into relevant legal issues, gathers and analyzes data, and prepares studies and policy actions related to current Town planning issues, the Comprehensive Plan, Planning Board policies, regulations and by-laws, and general planning.
- ◆ Monitors online community participation site, referring issues raised to the appropriate parties.
- ◆ Attends occasional Planning Board meetings to report on planning issues and to present research findings through oral and/or visual presentations. Provides technical information and support to the Board, performs follow-up action, and conducts additional research as directed.
- ◆ Works with administrative support persons to help organize and maintain all Planning Board records. Assembles materials and documents as required for recording in Registry of Deeds or Land Court.
- ◆ Provides technical support to the Planning Director and assists the Assistant Planning Director in various planning functions.
- ◆ Under the direction of the Planning Director, responds to public inquiries on zoning, subdivision, and planning activities of the Planning Board via phone and electronic mail. Educates the public through correspondence and through presentations at meetings.
- ◆ Communicates with consultants under contract with the Town and makes occasional site visits to verify compliance with permit conditions.
- ◆ Attends various other department, committee, and board meetings as assigned to provide technical and staff support. Reviews and provides feedback on documents and reports.
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

**SUPERVISORY RESPONSIBILITY:**

None.

**MINIMUM EDUCATION & EXPERIENCE:**

Bachelor's Degree in urban planning, or related field from an accredited college or university and one to five years of increasingly responsible planning-related experience.

**ADVANCED EDUCATION & EXPERIENCE:**

Master's Degree preferred.

## **QUALIFICATIONS:**

### ***Knowledge of:***

- ◆ Principles and practices of urban planning and development.
- ◆ Site planning techniques and methods.
- ◆ Federal, State and local laws, codes and regulations related to planning, zoning, and land divisions.
- ◆ Modern office methods, practices, and computer equipment.
- ◆ Geographic Information Systems.
- ◆ Current literature, information sources, and research techniques in the field of urban planning.

### ***Ability to:***

- ◆ Interpret and explain planning and zoning activities to the general public.
- ◆ Read and interpret comprehensive building and land development plans.
- ◆ Analyze and compile technical and statistical information, and write technical to be reviewed by the Planning Director.
- ◆ Operate computer and various software necessary for performing assigned duties.
- ◆ Communicate clearly and concisely, both orally and in writing, and maintain effective working relationships.
- ◆ Effectively handle an environment, which involves close contact with the public, including upset individuals.

## **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Some work is performed outdoors while conducting site visits, requiring moderate physical effort and exposure to various hazards. May be required to lift and/or move objects up to 25 pounds.

The majority of work is performed in a normal office setting not subject to extremes of temperature, noise, odor, etc. Operates computer, printer, photocopier, scanner, fax machine, and other office equipment requiring eye-hand coordination and finger dexterity. Frequently required to sit for extended periods of time.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

<p><b>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</b></p>
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## **APPLICATION PROCESS**

All applicants are required to complete a Town application form, available from the Internet at [www.lexingtonma.gov](http://www.lexingtonma.gov), emailing [jobs@lexingtonma.gov](mailto:jobs@lexingtonma.gov), calling (781) 698-4593 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

**CORI screening required.**

**Application and resumes must be received in the Town's Human Resource Department by Friday, October 30, 2015**

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

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Questions regarding this hiring process should be addressed to the:  
Human Resources Department  
Town of Lexington  
1625 Massachusetts Avenue  
Lexington, MA 02420  
(781) 698-4593